

**Performance Evaluation of Part-time Faculty Teaching
Policy Statement
Vice-President, Administration, Research and Planning**

Columbia College Chicago is committed to the effective evaluation of teaching performance. This document describes the college's policy on evaluating the teaching performance of part-time faculty members. This policy's purpose is to inform employment decisions.

Columbia College Chicago measures its success as an institution of higher education on student learning outcomes. Consequently, the college evaluates teaching on best teaching practices and student learning goals. To ensure consistency across the college, this policy defines institutional requirements and expectations, but gives the schools flexibility to adapt the policy to department circumstances.

Who evaluates part-time faculty teaching?

The Vice-President, Academic Affairs sets college-wide criteria for evaluating teaching performance. The Vice-President, Administration, Research and Planning, administers the evaluation process in consultation with the Vice-President, Academic Affairs. Chairpersons or their designees evaluate part-time faculty teaching under the oversight of the dean of their school. Chairpersons may appoint any tenured or tenure-track faculty member as their designee.

Throughout the remainder of this document "chairperson" connotes chairperson or their designee.

When is part-time faculty teaching evaluated?

Chairpersons may conduct evaluations of part-time faculty members' teaching anytime under the oversight of their dean. Chairpersons notify faculty members in advance that they will be evaluated.

Chairpersons schedule evaluations of part-time faculty teaching at least:

- Once within faculty members' first two semesters of teaching;
- Once between 36 hours and 42 hours of teaching, in advance of accumulating 51 hours and, thereby, being eligible for course reassignment under the terms of the college's contract with PFAC, and;
- After 51 hours, in compliance with the terms of the college's contract with PFAC regarding remediation for poor teaching performance.

Chairpersons also conduct evaluations of part-time faculty members' teaching:

- Once every eight to ten semesters after 51 hours. Chairpersons may make exceptions to this schedule with the approval of their dean.

What is evaluated in part-time faculty teaching?

Part-time faculty teaching is evaluated on: 1) compliance with the workload requirements of Article VIII, Section 1 of the 2006-2010 PFAC contract; and 2) performance against college-wide criteria and discipline specific standards for good teaching. Chairpersons may add department specific criteria. College and department criteria focus on best teaching practices and student learning outcomes.

How is part-time faculty teaching evaluated?

1. The Vice-President, Academic Affairs sets the college-wide teaching performance criteria. The Vice-President sets the criteria in consultation with the deans and with input from chairs and faculty.
2. The Office of the Provost provides training for evaluators.

3. Chairpersons define department specific criteria with the oversight of the dean.
4. Chairpersons communicate current criteria to all part-time faculty in their department. Part-time faculty members have access to this information at the beginning of any semester in which they teach.
5. Chairpersons evaluate compliance with the workload requirements of the PFAC contract based on adherence to college, school and department policies and procedures regarding things such as class attendance and grading.
6. Chairpersons evaluate performance against the criteria for good teaching by analyzing patterns of evidence from the information sources listed below. Evaluators use at least two of the information sources to evaluate part-time faculty members' during their first or second semester of teaching. Evaluators use at least three of the sources of information for all other part-time faculty members. The sources of information for evaluating teaching performance are:
 - Standard college evaluation of courses and teaching by students;
 - Classroom visits;
 - Review of teaching materials specific to the faculty member – e.g. syllabi, class assignments, reading lists, quizzes or tests;
 - Representative samples of student work;
 - Student self-assessment of their success in accomplishing course learning outcomes.

Please note that guidelines for the appropriate collection and use of information from each of these sources is provided by the office of Research, Evaluation and Planning.

7. Evaluatees may submit a concise self assessment of their teaching performance for use as a source of information for the evaluator.
8. Departments may use supplemental sources of information with the approval of their dean.
9. Chairpersons prepare a written report of the evaluation results, following a standard college template.
10. Normally, chairpersons complete and share teaching evaluations with the evaluatee by the end of the semester in which the evaluation is conducted.
11. Evaluatees may respond in writing to the evaluation report. Evaluatees submit responses to the chairperson.
12. Departments keep evaluation reports, and evaluatee responses, in accordance with college personnel policies and practices, and relevant terms of the college's contract with PFAC. Deans determine any additional school practices for maintaining evaluation records.
13. Chairpersons are strongly encouraged to meet with evaluatees to discuss their teaching performance, and the results of evaluations.

Exceptions

Exceptions to this policy are made on a case-by-case basis. Deans approve exceptions to who conducts evaluations and when evaluations are conducted. The Vice-President, Administration, Research and Planning, approves exceptions to how the evaluations are conducted in consultation with the Vice-President, Academic Affairs.